

City of St. Helens CITY COUNCIL

Regular Session Minutes

October 5, 2016

Members Present: Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Present: Randy Peterson, Mayor
Doug Morten, Council President

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Kaylee Ruff Nicole Thill



7:00PM – Call Regular Session to Order – Councilor Locke

Pledge of Allegiance – Councilor Locke

Invitation to Citizens for Public Comment

No comments received.

Ordinances – Final Readings

A. **Ordinance No. 3209:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.08 Regarding Planning Commission Rules of Operation
Councilor Locke read Ordinance No. 3209 by title for the final time. **Motion:** Upon Carlson's motion and Conn's second, the Council unanimously adopted Ordinance No. 3209. [Ayes: Carlson, Conn, Locke; Nays: None]

Approve and/or Authorize for Signature

Councilor Locke asked Finance Director Brown to explain item 'A.' Brown explained that it is the final application for the City to open a business account. They are switching from Bank of the West to Wells Fargo. Locke would like the Council President to be added to the form in addition to the Mayor, Finance Director and City Recorder.

Councilor Locke asked Public Works Engineering Director Nelson to explain item 'B.' Nelson explained that it's for third-party specialized inspection services. It will ensure the liner has been prepared and installed properly by the contractor.

- A. Wells Fargo Offsite Business Account Application Form
- B. Agreement with Bear Inspection & Consulting LLC for Special Inspection Services for the 2MG Reservoir Rehabilitation Project
- C. Contract Payments

Motion: Upon Conn's motion and Carlson's second, the Council unanimously approved 'A' through 'C' above.

Consent Agenda for Acceptance

- A. Library Board Minutes dated July 12 and August 16, 2016
- B. Arts & Cultural Commission Minutes dated June 28, 2016
- C. Accounts Payable Bill List

Motion: Upon Carlson's motion and Conn's second, the Council unanimously accepted 'A' through 'C' above.

Consent Agenda for Approval

- A. Council Work Session and Regular Session Minutes dated September 7, 2016
- B. Animal Facility License for Kevin Zmolek at 2707 Gable Road
- C. OLCC License for Running Dogs Brewery at 34966 Roberts Lane
- D. Waiver of Special Use Permit Fee for Monster Dash Run/Walk on October 8, 2016
- E. Accounts Payable Bill List

Motion: Upon Conn's motion and Carlson's second, the Council unanimously approved 'A' through 'E' above.

Urban Renewal – Scope of Work for Plan and Report

City Administrator Walsh explained that the Council has directed him to bring back an Urban Renewal Plan for the waterfront redevelopment and implementation of other plans. He proposes to enter into an agreement with ECONorthwest to prepare the plan and report.

Approve and/or Authorize for Signature

- A. Agreement with ECONorthwest for Urban Renewal Plan and Report

Motion: Upon Carlson's motion and Conn's second, the Council unanimously voted to approve and authorize signature of agreement with ECONorthwest for Urban Renewal Plan and Report.

Council Reports

Councilor Locke reported...

- Marnie will be here on Saturday participating in events and photo opportunities. He imagines it will be a very busy Spirit of Halloweentown weekend here.

Councilor Carlson reported...

- She attended the LOC conference last week. It was good to network and get ideas.
- She also attended the Ford Leadership Institute Conference over the weekend. It was the last community advocate training. They are moving to a new community builder program that will be led by communities.
- Thank you to staff and community volunteers for all of your work on Spirit of Halloweentown.

Councilor Conn reported...

- She attended the CEPA fair. They are in the process of changing into a work group format. Jim Huff was there and he said that he misses everyone he knew here.
- She also attended the LOC conference. There were a lot of new faces. It's nice to get new ideas.
- There are 49 scarecrows entered in the scarecrow contest. It's looking good.

Department Reports

Police Chief Moss reported...

- The Police Department scarecrow is leading the likes.

- It is going to be a busy weekend. There is a 9 a.m. briefing at the command post, which is located at the Old School. They plan to be there through midnight. A lot of changes were made based on last year's event. It has been well-planned and well-thought out.
- Stacy Spencer is the new CIT Coordinator. Her office is located at the police station. He will bring her to the next work session for introductions.
- K-9 Officer Ryder began training at the City of Portland on Monday. Officer Thompson will bring him in for introductions.
- October brings a lot of staffing challenges to the Police Department.
 - Sgt. Joe Hogue is at the FBI Academy until the middle of December.
 - Officer Thompson and Ryder will be in Portland for the K-9 Academy for 10 weeks.
 - They are short one position.
 - The records clerk will be on medical leave for at least a week.
 - Spirit of Halloweentown events.
 - Lt. Rick Graham announced his retirement. His last day is October 14.

Public Works Engineering Director Nelson reported...

- The contractor who is doing the Sand Island dock repairs received permission from the Corps of Engineers to begin the project early. They are anticipating be there the week of October 17.
- The County still does not have the ODOT agreements back for the Gable Road project.

Public Works Operations Director Sheppard reported...

- Parks Field Supervisor Thad Houk is going to have the County work crews pick up big rocks and wood on the waterfront property.

Library Director Jeffries reported...

- On Saturday, there is going to be a Spirit of Halloweentown event in the auditorium with Marnie. She will be reading from a children's book that she has written. They are going to have sold-out sessions every half hour from 10 a.m. to noon.
- Tomorrow night, there is a writer's workshop with an author who will talk about how to write a nonfiction book proposal.
- Tuesday of next week, there is an Oregon Humanities project. The theme is Looking for Leadership.
- Later in the month, is the National Novel Writing Month (NaNoWriMo) kickoff event.
- Later in the month, is the Friends of the Library book sale and St. Helens Garden Club plant sale.
- The Arts & Cultural Commission will hold a mask making event later this month. There is room for 50 people.

Finance Director Brown reported...

- At the next Council meeting, he will bring back the fixed rate study. He sent out letters to all of them, informing them that sewer rates will be reviewed and it will impact their rate. He will be inviting them to the Council meeting when it will be discussed.
- The Council will receive a copy of the Collections Services RFP at the next work session. He plans to release that on November 1.
- He heard back from Jordan Ramis and CIS about Bing's Restaurant. They both agreed that we are doing everything right and they are okay with us shutting off sewer service as long as we follow due process. It would be about two weeks or so before shutting off service. Councilor Carlson emphasized that we are making sure that everyone is paying their fair share. No one is being singled out. It's a service that everyone has to pay. She hopes it can be worked out.

- Today was the first meeting with Centerlogic and the Tech Panel. They reviewed ongoing issues. Their goal is to have all of those issues fixed before signing the contract with Centerlogic.

City Recorder Payne reported...

- A retirement party has been scheduled for Lt. Rick Graham on Friday, October 14, 12-2 p.m. in the Council Chambers.

City Administrator Walsh reported...

- Next Wednesday, October 12, is the Waterfront Open House. It concludes our work with the Area-Wide Planning grant. Next will be the implementation.
- The City was asked again to participate in breakout sessions at the League of Oregon Cities (LOC) Conference. One was the value of great websites and the other one was community engagement and is it worth it. The answer is yes. They received a lot of participation from the community.
- The Spirit of Halloweentown attention is phenomenal. They have received local and national attention. It has been in the Alaska Airlines magazine, Huffington Post, Cosmopolitan magazine, Good Morning America, Disney magazine, etc. Thank you to everyone who is working hard to make this happen.

Councilor Locke has been asked to emcee the pumpkin lighting event on Saturday. He would like to give her a key to the city at the event.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

No need for executive session tonight.

Adjourn - There being no further business, the meeting adjourned at 7:30 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Keith Locke, Councilor